

City of Kankakee, Director of Human Resources

Department: Human Resources

Location: 304 S. Indiana Avenue, Kankakee, IL 60901

Date Posted: September 14, 2018

Salary Range: Commensurate with experience and qualifications

Join Our Team

Thank you for considering careers with the City of Kankakee. The City of Kankakee is a vibrant city comprised of professionals who are dedicated to meeting the needs of its residents. Whether you are pursuing a career in support services or professional administration, the City of Kankakee is a tremendous place to grow your career. With up to 300 professionals, including full-time, part-time and seasonal employees throughout the county, we are a vigorous economic engine that partners with neighboring businesses and educational career centers who work in concert to provide financial growth in Kankakee and the surrounding communities. In addition, the City of Kankakee is an integral part of The Economic Alliance of Kankakee County, a 501(c)(6) public/private partnership tasked with retaining and bringing more businesses to Kankakee County, Illinois.

Located just 60 miles south of downtown Chicago, Kankakee is filled with rich art, culture and its founding heritage including: the French Heritage Museum, the Railroad Museum, Kankakee County Historical Society, and beautiful architecture designed by legendary architect Frank Lloyd Wright (1867-1959). And with the new renovation of the Kankakee River, which will include a beautifully landscaped Riverwalk and Riverfront Trailways connections, the City of Kankakee will soon be recognized as a premier riverfront destination attraction on the far south side of Chicago.

The City of Kankakee is on the move! We are currently seeking employees who not only support our mission, but who are customer service-driven and who want to be part of something bigger than themselves. The City of Kankakee is proud to be an Equal Opportunity Employer. We comply with all applicable local, state and federal civil rights and equal employment laws and regulations.

JOB SUMMARY:

Under the direct supervision of the Mayor of Kankakee, the Director of Human Resources is responsible for managing multiple functional areas of Human Resources including employee and labor relations, compensation and benefits administration, recruitment, HR information system, investigations, and compliance with state and federal laws, reporting and record keeping. The position requires a strong emphasis on employee and labor relations, including benefit evaluation/analysis, planning and designing, and labor contract negotiations and interpretation.

ESSENTIAL JOB RESPONSIBILITIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Employee and Labor Relations Administers and manages the employee and labor relations program which include: contract administration and interpretation; oversees processes for review and resolution of employee grievances; advises managers and employees on sensitive labor and employee relations matters, including grievance and arbitration procedures, performance issues and disciplinary actions, advises and assists managers in identifying issues and determining appropriate course of action; facilitates on-going communication and working relationships with employee representative organizations including coordination of joint labor-management committees.

Serves as the chief negotiator in contract negotiations with recognized employee organizations. Maintains current knowledge of employee and labor relations trends, legal decisions, and statutory changes; conducts research necessary to support contract negotiations and employee relations. Uses appropriate negotiation strategies to develop bargaining goals and negotiate contracts consistent with the City's mission, values and goals.

Investigates a variety of Human Resources related issues (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective, legally compliant resolutions are arrived at in a timely manner and within City of Kankakee guidelines.

Benefit Administration Assists with the evaluation, analysis, and selection of employee benefit programs and performs as the liaison between employee benefit providers and the employees. Support communication of benefit programs to staff. Processes required documentation to ensure accurate record keeping and proper deductions.

Recruitment and Employment Performs routine recruiting, selection and employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, scheduling interviews) for the purpose of meeting staffing requirements while complying with established guidelines. Develop and maintain relationship with recruitment sources in the legal and non-profit communities.

HR Information Systems Participates in the development and management of manual and computerized systems and enhancements to the current HRIS system and consults HR business partners for the development and maintenance of reports related to HR functions to leverage technology solutions to meet the needs of HR and users of HR information systems throughout the City of Kankakee. Arrange data in spreadsheets to perform calculations, find percentages and determine ratios. Analyze and interpret statistics to provide overview of findings. Processes new employee payroll set up and inputs and maintains HRIS records.

Policy Administration. Assist in development and implementation of personnel policies and procedures; make recommendations for and maintain employee handbooks. Perform routine audits to ensure compliance with State, Federal, and other governing regulations.

Investigations. Provide investigative support and assistance to the investigative and legal staff including, but not limited to the following: conducts investigations and coordinates and prepares responses to interrogatories, admissions, request for documents, specific information, witness requests to litigation regarding City functions and employees; conducts investigations to prepare official departmental reports of investigations in response to claims for damage involving City property and operations; evaluates and screens claims identifying sensitive cases which could result in high departmental visibility or large monetary awards or settlements; and accepts and responds to subpoenas made to the City of Kankakee or individual City departments.

Financial Management Monitor HR budget and program expenditures to ensure budget is not exceeded; prepare and maintain budget reports to justify expenditures. Negotiate contracts with service providers for desired HR outcomes, fees, or expenses.

QUALIFICATIONS

The following generally describes the knowledge, skills, and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge, Skills, and Abilities: Required at this level includes demonstrated understanding and experience across multiple areas of HR (e.g. employee and labor relations, benefit administration, recruiting and staffing, HR best practices) and their application in a government setting.

Effective interpersonal skills including written, oral, listening, presentation, group facilitation, influencing and negotiation. Demonstrated skills in effective use of mediation and conflict resolution techniques, practical application of employment law, and processes for influencing performance management.

Thorough knowledge of principles and practices of employee and labor relations, collective bargaining and employment laws and demonstrated skill in the practical application of employment laws. Ability to reconcile labor relations issues in the context of both existing labor agreements and desired future states of labor and employee relations at the City of Kankakee. Working knowledge of group benefit plans.

Ability to prioritize, meet deadlines and process transactions accurately. Must be organized, flexible and able to multi-task to achieve objectives. Effective analytical, problem-solving, planning, and project management skills; detail oriented. Strong time management skills and demonstrated ability to manage multiple deadlines. Ability to self-motivate, work in teams, and be flexible within a fast-paced and changing environment. Ability to handle confidential information in a professional manner. Proficient in MS Office products; solid knowledge of Microsoft Word, Excel, and PowerPoint is required. Proficient with Human Resource Information Systems; experience with payroll systems is a plus.

Education and Experience Bachelor's Degree in Business, Industrial Relations, Human Resources, or other related discipline providing a broad understanding of general business and financial practices as well as understanding of Human Resource theory, practices and techniques is required; Master's degree preferred. At least five (5) years in a professional Human Resources experience with work experience across all HR disciplines, including employment, benefits, compensation, employee and labor relations, and training and development. PHR/SPHR certification preferred. Experience working with a diverse workforce. Prior experience working with a government organization is a plus. Labor union experience required.

License, Certifications and Other Requirements

- Possession of valid Illinois driver's license and continuous possession of such license thereafter;
- Permanent residency within City of Kankakee is required within six (6) months after appointment. (Special circumstances may be considered.)

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and overhead projector; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen and ability to distinguish colors; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard

office equipment. Positions in this classification frequently require bending, stooping, kneeling, reaching, pushing and pulling drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds with the use of proper equipment.

Please send a letter of interest (including salary history) resume and references to Human Resources via email to cacroswell@citykankakee-il.gov. Application deadline: October 8, 2018.